

Stevens Memorial Library Trustees Meeting Minutes
Malcolm Stewart Room
July 19, 2016
4:15 pm.



Stevens Memorial Library
20 Memorial Drive
Ashburnham, MA 01430
P: (978) 827-4115
F: (978) 827-4116
library@ashburnham-ma.gov

ATTENDEES:

Chairman Ed Vitone, Treasurer Paula St. Laurent-Kuehl, Lynne Pinsoneault, Anne Olivari, Library Director Emily Donnelly.

ABSENT: Candace Wright

GUESTS: Abigail Abbott, Barbara Mertz, Colleen Kelly and Eileen Dyer

PRESS: None

Agenda Item I:

CALL TO ORDER: The meeting was called to order by Chairman Ed Vitone at 4:15 p.m.

Agenda Item II:

APPROVAL OF AGENDA: Ed Vitone presented the following changes to the Agenda:

- Delete Item IX (b) Status of Director Evaluation Committee since it was also listed under Old Business
- Identify "News" Policy in Agenda Item IX (c) as Laptop Lending Policy

A motion was made by Paula St. Laurent-Kuehl and seconded by Anne Olivari to accept the agenda as amended. The vote was unanimous.

Agenda Item III:

PUBLIC INPUT (5 MINUTES):

Barbara Mertz, Colleen Kelly and Eileen Dyer, daughters of library patron Joan Kelly, presented a gift of \$1000 to the library for the purchase of mystery books. Joan loved the library and this gift was a stipulation of her will. Barbara, Colleen and Eileen thanked the Trustees for the library's long standing support to their mother, and in turn, the trustees expressed their gratitude for the gift. Emily will advise the family of purchases made possible by the gift.

Agenda Item IV:

APPROVAL OF MINUTES: Emily noted a typo on page 3 of the minutes. The word "recognition" should have been "resignation".

A motion was made by Lynne Pinsoneault and seconded by Anne Olivari to accept the June 21, 2016 minutes as amended. The motion was unanimous.

Agenda Item V (a):

YE Financial Assessment: Director Emily Donnelly handed out an updated spreadsheet showing that she expected to close out FY16 per her most recent plan. Salaries and wages will require a transfer of approximately \$3600 from MLAA funds to cover a planned overrun in temporary wages incurred by Ms.

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Donnelly's maternity leave. All other expenses will require a transfer of approximately \$800 from state aid to cover the small deficit

Agenda Item V (b):

Director's Report: Director Emily Donnelly covered the following items from her written report

- She met with Town Administrator Doug Briggs to discuss the new handicap ramp. It was decided that the best alternative was to wrap the ramp around the corner on the west side of the building. Emily will review this with Building Inspector Richard Reynolds.
- The new patron computer system from Useful is performing as intended and the patrons have made a seamless transition.
- Emily recommended the following library schedule changes for this fiscal year:
 - Thanksgiving – close 3 p.m. Wednesday November 23 and reopen Monday November 28.
 - Christmas – Close Saturday December 24.
 - New Year's Day – Close Saturday December 31 and observe New Year's Day on January 2 (Same as town)

A motion was made by Anne Olivari and seconded by Lynne Pinsoneault to accept the recommended schedule changes. The vote was unanimous.

- Emily presented statistics on Saturday attendance for Saturday's that were followed by Monday holidays. It was noted that since the Library only opened on Saturdays beginning last September, there was very little data available for holidays preceded by Saturdays. It was felt that the data should be augmented with all Saturday and weekday data. It was felt that this expanded data set would lead to a better understand of the ebb and flow of patron attendance. Emily will present the expanded data with analysis in the August meeting.
- Emily requested that she be allowed to work from home on Wednesdays preceding Saturdays that she worked. After considerable discussion, Emily will suggest alternatives in the August meeting. One of the suggested alternatives was eliminating Emily's Saturday work schedule with her working Saturdays only when staff needs dictated.
- Emily will take a personal time next week to visit a sick cousin. She will also be on vacation the week of August 22.
- Emily proposed a policy review/approval schedule for FY17. The proposal was accepted sans vote.

Agenda Item VI (a): Status of Director's Evaluation

The evaluation committee completed the evaluation last week and it was distributed to the trustees for comment. After input was received, Ed Vitone reviewed the evaluation with the Director on Monday July 18. The formal evaluation was conducted in today's meeting where she was evaluated between Fully Satisfactory and Outstanding. Ed Vitone said "Emily has shown great progress from the prior year's evaluation and is performing above the "Satisfactory" level on her way to "Outstanding.". The Trustees are confident that she will demonstrate continued growth and improvement in the years to come."

After the evaluation the Trustees authorized the award of the Town's 3% COLA increase retroactive to July 1, 2016.

Agenda Item VI (b): Status of Financial Audit

Emily and Paula St. Laurent-Kuehl said that they believed that the audit by GRKB went well with the final report from the auditors expected next month. Both Emily and Paula St. Laurent-Kuehl expressed

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frustration with the current accounting tool (Quicken) and will implement more staff-friendly alternatives.

Agenda Item VII: Secretary's Report **None**

Agenda Item VIII: Treasurer's Report

Treasurers' Report: Treasurer Paula St. Laurent-Kuehl presented the reports for July. A motion was made by Anne Olivari and seconded by Lynne Pinsoneault to accept the Treasurers' Report. The vote was unanimous. See Exhibit for details.

Agenda Item IX(a): Candidates for Open Trustee Position

Ed Vitone passes out letters of interest from two candidates, Abigail Abbott (present tonight) and Christine Eddy. Ed Vitone stated that he had called both candidates late last night, leaving messages for both, advising them of today's meeting.

NOTE: Upon return from the Trustee Meeting, Ed Vitone found a voice mail message from Christine Eddy received at ~3 p.m. today saying that prior commitments precluded her attendance tonight.

Ed Vitone outlined the selection process:

- Vitone to send copies of candidate letters to Board of Selectmen
- Selectmen to schedule a joint meeting with trustees
- Candidates to give a brief statement of interest
- Joint vote by Selectmen and Trustees with candidate selected by majority vote.

Agenda Item IX(b): Review and Approve Laptop Lending Policy

After discussion, a motion was made by Paula St. Laurent-Kuehl and seconded by Lynne Pinsoneault to accept the Laptop Lending Policy as presented. The vote was unanimous. See Exhibit for policy.

Agenda Item IX(c): Review and Discuss Trustee Handbook – Chapter 1

The trustees did a page-by-page review of Chapter 1 of the Trustee Handbook with significant sections noted.

Agenda Item X Other

Ed Vitone passed out copies of the Town's Sexual Harassment Policy for review and signature. Signed copies to be returned to the Town Clerk. Ed also passed out the on-line training notice from the Town Clerk on Conflict of Interest with training to be completed within the next 10 days.

Agenda Item XI:

PUBLIC INPUT (5 MINUTES): None

Agenda Item XII:

Adjourn: A motion was made by Lynne Pinsoneault and seconded by Anne Olivari to adjourn the meeting at 6:04 p.m. The vote was unanimous.

Respectively Submitted,

Edward J Vitone Jr. (Electronic Signature)

Ed Vitone

Library Trustees Secretary

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Agenda Item II

Trustee Meeting Agenda
Tuesday, July 19, 2016 – 4:15 P.M.
Stevens Memorial Library

- I. Call to Order
- II. Approval of Agenda
- III. Public Input (5 minutes)
- IV. Approval of Minutes
 - a. June 21, 2016
- V. Director's Report
 - a. FY16 Budget Closeout
 - b. Director's Report
 - c. FY17 Policy Schedule
- VI. Old Business
 - a. Status of Director's Evaluation
 - b. Status of Audit
- VII. Correspondence – Secretary's Report
 - a. "None
- VIII. Treasurers Report
 - a. Approve July 19, 2016 Treasurers Report
- IX. New Business
 - a. Candidates for open trustee position
 - b. Review and Approve Laptop Lending Policy
 - c. Review Chapter 1 of Trustee Handbook
- X. Other
- XI. Public Input (5 minutes)
- XII. Adjourn

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Agenda Item IV



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Minutes of June 21, 2016 Trustee Meeting

Minutes Posted on line at

http://www.ashburnham-ma.gov/Pages/AshburnhamMA_LibraryMinutes/

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Agenda Item V (a)

Projected FY16 Financials

Monthly Expense Summary							
	Municipal Appropriation	Spent in May	Spent in June (/July)	YTD	YTD Remaining	YTD % Expended	Notes
Salaries & Wages	\$139,283.00	\$10,732.74	\$15,311.98	\$138,595.40	\$687.60	100%	
Wages - Temporary	\$2,300.00	\$23.00	\$172.50	\$6,626.38	(\$4,326.38)	288%	
Wages - Overtime	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100%	Difference to be paid from MLAA
	\$141,583.00	\$10,755.74	\$15,484.48	\$145,221.78	(\$3,638.78)	103%	
Repairs & Maintenance	\$12,403.00	\$0.00	\$1,780.00	\$8,964.08	\$3,438.92	72%	
Prof Tech Svcs	\$6,159.00	\$607.00	\$5,164.60	\$10,654.19	(\$4,495.19)	173%	
Communications	\$725.00	\$0.00	\$160.95	\$702.78	\$22.22	97%	
Supplies	\$2,923.00	\$138.99	\$240.63	\$3,222.21	(\$299.21)	110%	
Prof Devel & Travel	\$1,000.00	\$0.00	\$75.71	\$641.59	\$358.41	64%	
	\$23,210.00	\$745.99	\$7,421.89	\$24,184.85	(\$974.85)	104%	
Books	\$38,656.00	\$6,278.16	\$9,941.24	\$38,513.69	\$142.31	100%	
Total	\$203,449.00	\$17,779.89	\$32,847.61	\$207,920.32	(\$4,471.32)	102%	
Accurate through warrant:	16-28		<i>Difference to be paid from State Aid</i>		\$832.54		
	100% through the year						
	Approved	May	June/July	YTD	Remaining		
Capital Plan	\$1,140.00	\$0.00	\$0.00	\$1,140.00	\$0.00		
State Grants	\$7,500.00	\$740.70	\$1,405.90	\$7,237.55	\$262.45		
Whittemore	\$10,125.00	\$0.00	\$0.00	\$7,324.70	\$2,800.30		
Mutual Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Stevens Rental	\$2,275.00	\$0.00	\$0.00	\$2,275.00	\$0.00		
MLAA	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00		
Donations/Memorial	\$600.00	\$0.00	\$0.00	\$600.00	\$0.00		
Large Print Grant	\$1,000.00	\$41.39	\$0.00	\$1,000.00	\$0.00		

Agenda Item V (b)

Director's Report - July 19

Action items

- ☒ Approve Laptop Lending policy
- ☒ Approve FY17 holiday hours
- ☒ Review vacation request

- ☒ Approve schedule refinement
- ☒ YE Budget update
- ☒ Approve FY17 Policy Schedule

Old business

- Facilities
 - Grading/ramp
 - Met with Mr. Reynolds, who suggested a straight ramp or outdoor lift instead of current switchback ramp plan. Research continues.
- Budget
 - Year-end
 - True year end details will not be available until August, but I expect us to supplement as follows:
 - Wages: \$3,638.78 (MLAA)
 - Other: \$1,071.65 (State Aid) (*estimate – waiting on final Di-Rock invoice*)
 - See attached spreadsheet for details
- C/W MARS
 - Jan and I had Commonwealth Catalog training on Friday, July 8, so the library can now use that system to request and supply items
 - This is a statewide network for borrowing books and other items
- Past programs stats
 - June Thursday/Saturday storytime – 98
 - June 6 (6 pm): Pastel Paint Workshop with Greg Maichack (adults/teens) – 28
 - June 22 (1-4pm): Summer Reading Kick-Off (all ages) – 130
 - June 28 (3pm): Beginning Birding (ages 3+) – 28
 - June 29 (5pm): Family Game Night (all ages) – 2
 - July 7 (11am): ScienceTellers (ages 6+) – 44
- Useful
 - The July 4 install went well.
 - Patrons are adjusting to needing to sign into the computers with their cards and passwords, and seem pleased to have functioning computers.

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- Support from the company has been great so far
- I will have an update on the laptop purchasing at the meeting

New business

- Schedules

- Library holiday closure proposals:
 - Thanksgiving (November 24):
 - Close at 3:00 on Wednesday, November 23
 - Remain closed through the weekend
 - Reopen Monday, November 28
 - Christmas (December 25):
 - Close Saturday, December 24 (when it's a weekday, we close early)
 - Observe on December 26
 - New Year's Day (January 1):
 - Close Saturday, December 31 (when it's a weekday, we close early)
 - Observe on January 2
- Saturdays
 - In the eight months of data that we have collected, I am happy to see that our Saturday hours are regularly attended. (See table below)
 - I noticed that there is not a significant change in attendance when a Saturday precedes a Monday holiday, unless it is a holiday during which people traditionally travel (e.g., Memorial Day). While the change in this case isn't drastic *and* we've only been through one (incomplete) year, there were a couple of quiet days:

	<i>Attendance</i>
Average (mean)	60
High	184
Low	29
Median	53
Mode	43

Monday Holiday	Holiday Date	Previous Saturday	Notes
Labor Day	09/07/15	N/A	<i>Not open yet</i>
Columbus Day	10/12/15	N/A	<i>Carpet cleaning</i>
MLK Day	01/18/16	38	67% of mean
Presidents' Day	02/15/16	53	93% of mean
Patriots' Day	04/18/16	58	102% of mean
Memorial Day	05/30/16	38	67% of mean
Independence Day	07/04/16	49	86% of mean

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- Due to this data (and staff requests to explore the option), I propose that we also close the Saturdays before Memorial Day and Labor Day, as those are traditionally “holiday weekends”
 - Staff whose Saturday rotation falls on closed Saturdays will make up the time in the same pay period.
- Staff scheduling
 - One staff member has been having to work six-day weeks when scheduled for Saturday, which is causing feelings of burnout. To combat this, I have adjusted her schedule so she is off on the Monday preceding a worked Saturday, and she will work 9-5 on Tuesdays and Thursdays. Not only does this allow her to work five-day weeks every week, but having time to work when we are not open will allow her to focus on projects without interruption twice a week.
- Director scheduling
 - As director, I am constantly balancing public-facing duties and administrative duties: everyone understands that sometimes I need to spend large chunks of time in my office. Even if I am not needed to staff a desk, I frequently stop work for a reference question, to help someone who’s come downstairs, or simply to chat with a patron who wants to hear about my family or tell me what’s going on in his/her life. All of this is part of the joy of my job, but I rarely have significant chunks of time to devote to reports, research, proposals, phone calls, or other more “directorial” tasks.
 - I’m therefore proposing that on the Wednesdays preceding my worked Saturdays (when we are fully staffed), I work from home (so approximately twice a month)
 - Eliminating my commute means I can start work earlier, thus getting more done
 - Being truly out of the public eye prevents misunderstandings about my priorities when focusing on office tasks
 - Having dedicated time with fewer interruptions will free me up for tasks that must be done at the library (ranging from cataloging to meetings to public relations)
 - I would be accessible to staff, Trustees, and others via phone and email
 - Wednesday means I would have several days in the building before and after my “at home” day, so my absence will be less disruptive
 - If this redefinition of “core hours” ends up being detrimental to the library, it is easily adjustable
- Upcoming programming
 - Ongoing programming

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- Thursdays & Saturdays, 10³⁰ am: Storytime (ages 2-6)
- Fridays, 10³⁰ am-12³⁰ pm: Tech & Tablet Office Hours (all ages, mostly adult)
- Last Monday of the month, 6¹⁵ pm: Book club (adult)
- Summer Reading
 - July 11 (6³⁰pm): Robert Rivest, mime (all ages)
 - July 13 (6pm): Intro to Karate (ages 6+)
 - July 18 (6³⁰pm): Stress Management Workshop (teens/adults)
 - July 19 (10³⁰am): Captain Underpants Olympics (ages 5+)
 - July 20 (6pm): Painting Workshop (ages 6+)
 - July 25 (6³⁰pm): Hunger Games – Wilderness Survival (teens/adults)
 - July 26 (11am & 12pm): Rockets (ages 6+)
 - July 28 (3pm): Bubble Fest (all ages)
 - July 29 (1pm): Rick Goldin in Concert (all ages – finale)
- Upcoming out of office meetings (director's commitments)
 - *Vacation proposal:* August 22-26

Cash collection, FY16

	General Fund	Donations
Jul 6-Aug 7	\$135.10	\$60.85
Aug 8 – Sept 4	\$105.59	\$10.86
Sept 5 – Oct 3	\$89.35	\$24.80
Oct 4 – Nov 7	\$101.85	\$5.50
Nov 8 – Dec 7	\$123.90	\$7.16
Dec 8 – Jan 9	\$168.07	\$301.33
Jan 10 – Feb 6	\$47.10	\$0.80
Feb 7 – Mar 5	\$165.13	\$1.95
Mar 6 – Apr 9	\$176.10	\$54.45
Apr 9 – May 7	\$336.70	\$6.60
May 8 – June 11	\$204.45	\$141.20
June 12 – June 25	\$50.18	\$38.70
<i>FY 16 Year End</i>	<i>\$ 1,703.52</i>	<i>\$ 654.20</i>

Agenda Item V (b) - Continued

FY17 Policy Schedule

July: Laptop Lending

August: Telescope Lending

September: Confidentiality of Library Records

October: Preservation Room

November: Meeting Room (2 year review)

December: Inclement Weather (2 year review)

January: Circulation (2 year review)

February: Gift Acceptance (2 year review)

March: Collection Development (2 year review)

April: Child Safety (2 year review)

May: Internet (2 year review)

June: Appropriate Behavior (2 year review)

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Agenda Item VIII
Treasurer's Report – July 19, 2016

Edward Jones Mutual Funds

12/31/2015 Year End 1472.47 \$205,136.92

DATE	DETAIL	VALUE CHANGE	BALANCE
1/29/2016	Ending Balance	(\$8,074.98)	\$197,061.94
2/26/2016	Ending Balance	\$243.60	\$197,305.54
3/24/2016	Ending Balance	7,822.66	\$205,128.20
4/29/2016	Ending Balance	4528.54	\$209,656.74
5/27/2016	Ending Balance	1317.88	\$210,974.62
6/24/2016	Ending Balance	-2,410.78	\$208,563.84
	Ending Balance		\$208,563.84
	Ending Balance		\$208,563.84
	Ending Balance		\$208,563.84

Whittemore Trust Account

12/31/2015	Year End Balance	\$ 42,450.35	\$ 1,631.41	\$ (12,071.49)	\$ 100,979.42
DATE	DETAIL	ADDITIONS	INTEREST	TRANSFER	BALANCE
1/31/2016	Month Ending		\$ 9.39		\$ 100,988.81
2/29/2016	Month Ending		\$ 11.96		\$ 101,000.77
3/31/2016	Month Ending		\$ 209.34	\$ (851.20)	\$ 100,358.91
4/30/2016	Month Ending		\$ 103.16	\$ (212.39)	\$ 100,249.68
5/31/2016	Month Ending		\$ 91.69		\$ 100,341.37
6/30/2016	Month Ending		\$ 113.59		\$ 100,454.96
					\$ 100,454.96
					\$ 100,454.96
	Ending Balance		\$ 539.13		

Library Cash Account Audit

The 2nd Quarter Audit of the Library Cash Accounts was done on July 8, 2016. Daily reports from Quicken are being printed and balanced with the weekly transfer to Town Hall. Cash receipts and transfers for both the Library and the Friends accounts all tie out. I verified that all data is being entered. Transfers of cash to both the Town and the Friends are being done on a timely basis.

3/31/2016	1 st Quarter Audit – Town Deposits to Date (1/9/16-3/26/16)	\$488.30
7/8/2016	2 nd Quarter Audit – Town Deposits to Date (3/27/16-6/30/16)	\$861.43
3/31/2016	1 st Quarter Audit – Friends Deposits to Date (1/8/16-3/22/16)	\$117.35
7/8/2016	2 nd Quarter Audit – Friends Deposits to Date (3/23/16-6/30/16)	\$183.80

Respectfully, Paula St. Laurent-Kuehl

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Agenda Item VIII

Friends' e-Packet Not available in Word

PDF Copy of the e-Packet included to the Minutes by Reference

Agenda Item IX (b)

Laptop Lending Policy

In order to provide a broader spectrum of technological services to its patrons, the Stevens Memorial Library permits in-house use of a laptop computer designated for this purpose. This computer circulates under the following guidelines:

- Initial checkout will be for two hours. The library will automatically extend this time limit if no one is waiting. The library reserves the right to limit the time per patron, per day, that the laptop may be borrowed.
- The laptop must be returned thirty (30) minutes before the library closes. Patrons who borrow the laptop less than two and a half hours before close will have their loan period shortened accordingly.
- The laptop is available to C/W MARS cardholders in good standing aged twelve (12) and older. "In good standing" means that the patron has no lost items on her/his account and owes less than \$10 in fines.
 - The laptop is available on a first come, first served basis and cannot be reserved ahead of time. Its condition will be inspected each time that it is checked out and returned. Damage will be noted accordingly.
 - Patrons under 18 will be required to submit a form signed by a parent or guardian assuming full financial responsibility for the cost of repair or replacement, whichever is less, due to neglect, loss, abuse, or physical damage.
 - All patrons will sign a form assuming responsibility for the laptop when they check it out the first time. That form will be kept on file for future circulations.
 - Each time a patron checks out the laptop, s/he will leave her/his driver's license or other form of photo ID with the circulation staff. Minors without such identification can submit that of their parent or guardian. Identification will be returned upon return of the laptop.
- Under no circumstances may the laptop leave the library building.
- By borrowing the laptop, the patron assumes complete responsibility for the safety and condition of the laptop and any accessories borrowed along with it for the entire duration of the circulation. If a patron must leave her/his seat to use the restroom, take a phone call, or for some other reason, s/he should leave the laptop in the custody of library staff at the circulation desk temporarily.
- The library is not responsible for any personal information or property that may be compromised as a result of the use of this device.
- Patrons who disregard any portion of this policy may be banned from further laptop use.